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National Home Demonstration Leaders' Workshop - Purdue University

3
STATE

1948

HANDBOOKS AND GUIDES

FOR

COUNTY EXTENSION WORKERS //

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ation of items of information from 27 State handbooks and guides for county extension agents by Madge J. Reese, Extension Service, U.S. Department of Agriculture

submitting handbooks and guides:

Alaska (For home demonstration agents)

Arizona

Arkansas

Colorado

Connecticut

Delaware

Florida

Hawaii

Iowa

Kansas

Louisiana

Maine

Maryland

Massachusetts

Michigan

Minnesota

Mississippi

Missouri

Montana

Nebraska

New Hampshire

New Mexico

New York

Oklahoma

Oregon

Pennsylvania

Rhode Island

South Carolina

Tennessee

Texas

Vermont

Virginia

Washington

West Virginia

Wisconsin

Wyoming

Ohio (For home demonstration agents)

Oregon

Puerto Rico

South Carolina

South Carolina (For home demonstration agents)

South Dakota

Tennessee

Texas (For home demonstration agents)

Vermont

Virginia

Washington

West Virginia

Wisconsin (For home demonstration agents)

Wyoming

Illinois



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OBJECTIVES AND PURPOSES

History and philosophy of Extension Work,
 Objectives as expressed in legislative acts,
 Overall objectives,
 Immediate and long-time objectives,
 Purpose of the Cooperative Extension work,
 Object Objectives,
 Principles in adult education,
 Principles in education for youth.

US GOVERNING EXTENSION SERVICE

Federal, State and Local,
 Memoranda of Agreements,

DUTIES AND RESPONSIBILITIES OF EXTENSION PERSONNEL

State administrative staff,
 State supervisory staff,
 State extension specialists,
 Editorial staff,
 County Extension Agents,
 County secretarial and clerical assistants,
 Characteristics of successful extension workers,
 Minimum requirements for extension workers,
 Extension workers' code of ethics,
 Budgeting of agents' time,
 County plans of work,
 Professional standing of agents,
 Assistance available by State Agricultural College Departments,

VACATIONS AND RESTRICTIONS

Use of penalty mailing privilege,
 Leave - sick and annual,
 Leave for study,
 Holidays
 Retirement benefits, State and Federal,
 Compensation for injury and disability,
 Employees Compensation,
 Automobile liability insurance,
 Clinics and hospitals available to Employees of U.S. Government injured
 in performance of duty,
 Pay for attendance at meetings,
 Use of extension library,
 Policies and procedures to follow in emergencies and disasters,
 Restrictions - political and lobbying.

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RELATIONSHIPS

governmental relationships - Federal and State; State and county; Extension service and other College Departments.
Within State staff.
Within county staff.
Other governmental agencies.
Non governmental organizations.
Commercial concerns.
Civic organizations.
Educational and church organizations.

OFFICE MANAGEMENT

Selection and development of stenographic and secretarial assistance.
Handling of mail.
Proper use of telephone.
How to take care of office calls.
Office hours.
Office signs.
Office arrangement and appearance.
Physical facilities.
Proper filing system.

RECORDS AND REPORTS

Principles of good reports - weekly, monthly, annual.
Statistical reports.
Permanent records.
Daily office records.
Office bookkeeping.
County budget.
Withholding tax.
Tax exemptions.
Official travel authorization.
Use of official car.
Use of personal car for official business.
Travel accounts.
Activity maps.
Equipment inventory.
Filing lists.

BOOK SHELVES

Self-checking sheets for agents (Check on ourselves)
Criteria for evaluating effectiveness of county extension program.
Score card for method demonstration meetings.
Score card for news articles.
Score card for circular letters.

MISCELLANEOUS ITEMS

Proprietary procedures at meetings.
Bookshelf list.
Student facilities at college.
Extension Personnel lists.
State maps locating extension agents.
Extension terminology.
Some dates to remember.

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